



# Muhammad Umer Bilal

## PROFILE

I would like to state that I have the ability of work independently and handle any crucial situation while solving problems successfully and to build up close relationships with teamwork on challenging position by past rewarding experiences and my qualifications at the same time maintaining a high standard of performance and business ethics To attain high growth through continues learning process on the environment of technology to improve my skills and attain excellent standards with organization needs. I want to be a part of an organization where I can sharpen my skills and recognize my hidden talents.

## CONTACT

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STATUS:

[Visit Visa](#)

EMAIL:

[Muhammadumerbilal8@gmail.com](mailto:Muhammadumerbilal8@gmail.com)

Nationality:

[Pakistan](#)

Date of Birth:

27<sup>th</sup> July 1997

## HOBBIES

Sports, Gym, Blogging

## Administration

### EDUCATION

**GIFT University.**

MSc (Accounts & Finance) in 2020

**University Of Central Punjab.**

ADP-IT (Associate Degree Program) in 2017

**Soft Solution.**

Spoken English Language and **IELTS.**

### WORK EXPERIENCE

#### Fiber Glass Factory

Administration

October-2020 to January-2022

- Supervising day-to-day operations of the administration department and staff members.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations

Information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.

- Accomplishes financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Planning and Organizing production Schedule. Assessing project and resource requirements. Estimating, negotiating and agreeing budgets and timescale with clients and managers.
- Determining quality control & overseeing production.

## Personal Projects.

### Word Press Web Development (2017)

Organization

*Tasks/Achievements*

- University Project

### Management Information System Research (2017)

Organization

*Tasks/Achievements*

- University Project

### Decision Making Business

GIFT University

*Tasks/Achievements*

- I did a business role in GIFT university, as a project and earn a fair profit as in role of manager.

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### Skills Set:

- Project Management
- Communication & Presentation
- Business Administration & Reporting
- Delivery Management
- Programming & Implementation
- Team Management
- Fully Competent with MS-Office work.
- Sales & Marketing (Introduce new Items to existing & new customers)

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### Achievements:

Nobel Exchange

*Internship*

*Citizen*

*Internship*

*B.AliImpex*

*Internship*